

Rule R3-030D: International Travel Safety and Insurance

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- I. Purpose and Scope** 1
- II. Definitions** 2
- III. Rule**..... 5
 - A. University International Travel Registration with Office of Global Engagement.. 5
 - B. University Health and Emergency Evacuation Insurance..... 6
 - C. Fees Assessed by the Office of Global Engagement 7
 - D. Other Considerations for International Travel..... 7
 - E. Global Travel Oversight Committee (GTOC)..... 8
 - F. Advance Approval of Travel to High-Risk Destinations 9
 - G. Suspension of University-related International Travel 10
- IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources** 10
- V. References** 11
- VI. Contacts** 11
- VII. History** 11

I. Purpose and Scope

A. Purpose.

This University rule implements Policy 3-030: Travel Policy, with regard to international travel activities for University purposes.

The University of Utah supports and encourages international travel by its community members. Because international travel may pose significant safety risks, this rule is intended to support the international engagement of University faculty, staff, and students in a responsible manner and to promote the health, safety, and security of those traveling abroad.

This Rule outlines the University's minimum requirements for University-related International Travel including:

1. registration of University-related International Travel activities;
2. enrollment in University-affiliated Health and Emergency Evacuation Insurance;
3. the impact of country and region risk levels, active travel warnings, and restrictions (medical and/or security); and
4. informing University employees and students that failure to properly register their University-related International Travel could result in the University's inability to provide assistance, support, or help financially should a travel emergency situation occur.

B. Scope.

This Rule applies to faculty, staff, students, and other individuals participating in University-related International Travel activities. This rule does not apply to individuals accompanying faculty, staff, or students to international locations who are not carrying out University-business (e.g., family members or friends).

Colleges, academic units, and other administrative subunits of the University may adopt supplemental rules and procedures that support this Rule.

II. Definitions

The definitions provided in Policy 3-030 apply for this rule. In addition, the terms below apply for the limited purpose of this rule.

- A. "University-related International Travel" means travel by an individual described below to any country outside the U.S. (including Mexico and Canada) or territory outside the continental U.S., Alaska and Hawaii, including to non-contiguous U.S. locations of American Samoa, Guam, Midway Islands, Northern Mariana Islands, Puerto Rico, the U.S. Virgin Islands, and Wake Island. University-related International Travel includes international travel by:
1. a University employee, including faculty and staff members, for any University research or academic activity or University-related business, regardless of whether the travel is funded by the University or an outside organization;
 2. a University student participating in University-related Student International Travel; or
 3. an individual who is not a University employee or student, but who is traveling on University-related business.
- B. "University-related Student International Travel" means international travel by any University student, which occurs as part of activities or events affiliated with the University of Utah. These types of activities and events include but are not limited to:
1. an international trip organized or sponsored by the University which is part of or contributes to an academic course or degree program including study abroad, an internship, practicum, and research (i.e., Learning Abroad Programs or Hinckley Internship placements);
 2. academic-adjacent or related international service learning, internships, practicum, research, and volunteer opportunities organized and/or sponsored by the University (i.e., Bennion Community Engaged Learning Abroad programs or Global Health Education placements);

3. travel by members of a registered student organization for organization-related business, regardless of whether the organization requires its student members to attend the activity or event (i.e., “international ASUU activities”);
 4. other travel organized and/or sponsored by the University of Utah including athletics, clubs, and student organizations; and
 5. travel to meetings of academic-related, professional associations including conferences.
- C. “International Travel Registry” means the University database(s) used by the Office for Global Engagement for storing important details concerning each applicable University-related International Travel for risk management, health, safety, and security purposes.
- D. “Health and Emergency Evacuation Insurance” means the insurance policies acquired by the University to cover registered University-related International Travel.
- E. “High-Risk Destination” means a country or area that the Office of Global Engagement determines is at a high, severe, or extreme risk rating based on risk assessment analysis from organizations and providers such as DOS Travel Advisories, CDC Travel Health Notices, Riskline, and Crisis24.
- F. “Global Travel Oversight Committee” refers to the University committee established under this Rule with functions related to this Rule.
- G. “DOS Travel Advisories” are country-specific traveler safety and security levels, description of risks, and risk mitigation issued by the U.S. Department of State (DOS). Out of the four levels, Level 3 and Level 4 are of the greatest concern as they indicate that travelers should either reconsider or avoid travel, respectively.
- H. “CDC Travel Health Notice” is a notice provided by the U.S. Centers for Disease Control and Prevention (CDC) informing international travelers of issues that may arise from disease outbreaks, special events or gatherings, natural disasters, or other conditions that may affect a traveler’s health. Out of three

levels, the highest alert notice is Level 3, which warns travelers to avoid all non-essential travel to the specified location.

III. Rule

A. University International Travel Registration with Office of Global Engagement

1. The Office of Global Engagement has primary responsibility for creating and maintaining the International Travel Registry. The information documented in the International Travel Registry assists the University in identifying, locating, communicating with, and providing support to University travelers in the event of international incidents or emergencies. The Office of Global Engagement's global risk manager shall review and approve University-related International Travel to High-Risk Destinations according to Section III.F.
2. Participants in University-related International Travel shall register in the appropriate International Travel Registry at least two weeks before the anticipated date of departure but should register as early as possible.
 - a. Before registering in the International Travel Registry, and at least three weeks prior to the departure date, University community members who are employees or the leader of a student group shall register their University-related International Travel in UTravel and Reimbursement Services' SAP Concur System and receive a Request ID.
 - i. Following registration, the SAP Concur System distributes instructions to the travel planner on how to register in the International Travel Registry and enroll in University Health and Emergency Evacuation Insurance and, if the travel is to or passes through a High-Risk Destination, notifies the global risk manager to review the trip details for purposes of the approval described in below Section III. F.

- b. If the participant's travel plans change, the participant shall update the International Travel Registry to reflect those changes, including but not limited to any additional destinations, legs, and trip extensions.
3. University members who register University-related International Travel as described in this rule may seek reimbursement from the University for appropriate travel expenses pursuant to Policy 3-030.
 - a. Charges incurred by members on University-related International Travel for registration and insurance are generally eligible for reimbursement by the University if university funds are being used to support the trip.
 - b. Personal travel, dependent travel, and dependent insurance costs are not eligible for reimbursement by the University.
 - c. Alternative insurance enrollment and coverages (outside of the University Health and Emergency Evacuation Insurance plan) are not reimbursable.
 - d. University-related International Travel that is not registered pursuant to this Rule will be rejected for University reimbursement absent an exception being given by the cognizant vice president.
 - i. The cognizant vice president will only provide an exception to allow reimbursement in unusual circumstances such as an exigent travel need or to help educate University members to comply with this Rule.
- B. University Health and Emergency Evacuation Insurance
 1. The University has negotiated Health and Emergency Evacuation Insurance to provide:
 - a. comprehensive health insurance coverage;
 - b. travel and emergency assistance and support; and
 - c. emergency evacuation coverage for University members who register their University-related International Travel.

2. All participants in University-related International Travel shall enroll in the University Health and Emergency Evacuation Insurance regardless of whether the traveler has other related insurance coverage.
 - a. Because the University's Health and Emergency Evacuation Insurance only provides health, emergency evacuation coverage, and assistance services for University-related International Travel that is properly registered with the University, the University may not be able to help travelers who fail to register their travel appropriately. Travelers who do not register their travel plans with the University consequently risk personal liability exposure and limited access to assistance.
 - b. The University strongly encourages family members or friends traveling with University-related International Travel participants to enroll as dependents in employee or student coverage if offered by the University or to investigate and enroll in publicly available international insurance coverage.

C. Fees Assessed by the Office of Global Engagement

1. The Office of Global Engagement shall charge a reasonable fee to all University participants in registered University-related International Travel to cover the costs of the University's Health and Emergency Evacuation Insurance coverage; creating and maintaining the International Travel Registry; providing travel insurance and assistance resources to employees and students before, during, and after University-related International Travel; and managing and coordinating emergency response efforts for University members in international locations.

D. Other Considerations for International Travel

1. International travelers are encouraged to use University travel agents to book airfare to take advantage of contract pricing and ensure that complicated itineraries are part of a University database, which helps the global risk manager to locate travelers abroad.

2. The University recommends that all travelers who are U.S. citizens register their University-related International Travel with the DOS Smart Traveler Enrollment Program (“STEP”), a free service that alerts travelers about important safety concerns in destination(s) and enables the DOS to better assist U.S. citizens traveling abroad in the event of an emergency. The University recommends that non-U.S. citizens contact their home country governments to inquire about additional available registration and support.

E. Global Travel Oversight Committee (GTOC)

1. The Global Travel Oversight Committee is established, with membership and leadership to be determined by the University President. Committee membership may include:
 - a. global risk manager;
 - b. chief global officer;
 - c. learning abroad director or representative;
 - d. academic affairs leadership representative;
 - e. student affairs leadership representative;
 - f. University health sciences representative;
 - g. Academic Senate leadership representative;
 - h. Office of General Counsel representative;
 - i. University travel management representative;
 - j. Office of the Vice President for Research representative;
 - k. faculty representative; and
 - l. human resources representative.
2. The GTOC shall have the following functions:

- a. reviewing University-related International Travel rules, systems, guidelines, policies, and procedures and recommending improvements to appropriate personnel and offices;
- b. consultation with the global risk manager on advance approval of University-related International Travel to High-Risk Destinations;
- c. consultation with University president on the suspension or prohibition of international travel; and
- d. other duties as determined by the Office of Global Engagement.

F. Advance Approval of Travel to High-Risk Destinations

1. All participants in University-related International Travel are strongly encouraged to inform themselves about risks in travel destination(s) by reviewing U.S. DOS and the CDC websites for updated notices and advisories, along with other relevant health, safety, and security resources.
2. All University-related International Travel to or through any High-Risk Destination must be reviewed and approved by the global risk manager.
3. As early as possible, and no later than two weeks before the anticipated date of departure, University managed or coordinated Student International Travel to or through any High-Risk Destination shall submit travel plans and International Programs Safety and Security Assessments for review and approval by the global risk manager.
 - a. Expedited reviews of program travel to lower risk destinations can be specifically requested by the global risk manager, GTOC, and/or learning abroad director.
4. In determining whether to approve University-related International Travel to a High-Risk Destination, the global risk manager or the GTOC, shall consider:
 - a. the academic need and appropriateness of the travel;

- b. the traveler's demonstrated knowledge of the destination(s) and relevant travel risks;
- c. the traveler's demonstrated understanding of relevant risk prevention and mitigation strategies; and
- d. the University's understanding of access and availability of international support and assistance to the traveler in the destination(s).

G. Suspension of University-related International Travel

1. In consultation with the GTOC, the president of the University may prohibit or suspend University-related International Travel to any destination at any time if the president or the president's designee determines that:
 - a. health, safety, or security concerns pose unacceptable risks;
 - b. travelers have violated laws, regulations, or University policy (including Policy 6-400); or
 - c. there is other good cause.
2. The University president may require a University member to depart a location or to request approval to remain in that location if the given country or region is listed as a high, elevated, or extreme risk by the U.S. DOS, CDC, or the University risk analysis provider.
3. The University shall make efforts but cannot guarantee full cost and academic credit recovery to students in the event of a government or University mandated withdrawal or evacuation.

Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.

IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources

A. Policies/ Rules.

1. Policy 3-030: University Travel Policy

B. Procedures, Guidelines, and Forms. [*reserved*]

C. Other Related Resources. [*reserved*]

V. References

- A. Policy 6-400: Student Rights and Responsibilities

VI. Contacts

The designated contact officials for this Regulation are

- A. Policy Owner(s) (primary contact person for questions and advice): Chief Global Officer and Global Risk Manager
- B. Policy Officer(s): Senior Vice President for Academic Affairs

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

VII. History

Revision History.

A. Current version. Revision 1.

1. Approved by SVP for Academic Affairs June 1, 2023 and Presented to Academic Senate Executive Committee June 12, 2023, with effective date of June 12, 2023.
2. Legislative History
3. Editorial Revisions

B. Previous versions.

1. Revision 0. Effective Date. May 1, 2018
 - a. Legislative History for Revision 0.

2. Revision 0 – Interim rule. Effective Date. October 31, 2016

a. Legislative History for Revision 0 Interim Rule.

C. Renumbering

1. Not applicable.